

### **Purchasing**

How do I get to bid with the Town?

A person/company may either mail (Town of Islip, Purchasing Department, 40 Nassau Avenue, Islip, NY 11751) or fax (631) 224-5517 a letter stating what products or services they wish to supply to the Town. The Purchasing Department will then put that information into our computer, and at the time that a bid is being prepared and mailed, will notify interested parties.

It is also suggested that interested parties subscribe to Suffolk County News, since this is the official Town newspaper and all bids are advertised in their legal section. The annual subscription fee is \$30.00 per year, and the paper publishes on Thursdays. The phone number is (631) 475-1000.

A subscription to Suffolk County News is useful for a number of reasons. First, if the person/company has an extensive line card, sometimes it is difficult to store all services or products in the computer. Second, many times a person/company may move and not notify the Purchasing Department of such a move. Another reason is that sometimes the post office is delayed in delivering the bid package in enough time for interested parties to respond. We advise them that if they read a notice and feel that they should have received a copy, they can call or come in and receive the bid documents.

There is an exception to the above answer and interested parties are informed of this exception. Bids that originate from the Department of Public Works, Engineering, Resource Recovery or the Airport, are advertised, but bid packages are not mailed. In this case, it is the responsibility of the person/company to obtain the documents at the respective departments by paying a fee as stated in the legal notice. All necessary information as to where bid packages may be obtained is included in the "Notice to Bidders," as well as information on when and where bids will be opened and publicly read aloud.

### **Department of Human Services**

What is the age requirement to be a Senior Citizen in the Town of Islip and where can I apply for Medicare?

The Town of Islip considers persons 60 years of age and older a Senior Citizen. Anyone needing information on Medicare can call 1-800-633-4227 or go to [www.medicare.gov](http://www.medicare.gov). The age requirement for Medicare is 65.

Where can I get emergency housing and food?

Persons needing information on Section 8 housing can contact the Town of Islip Housing Authority at (631) 589-7100. For housing and food assistance, call the Suffolk County Department of Social Services, Hauppauge Office, at (631) 853- 8714. For emergency housing, call the Suffolk County Department of Social Services Emergency number after 4 p.m. - (631) 854-9100.

How can I obtain a handicapped parking permit?

To obtain a handicapped parking permit, call the Division of Services to the Disabled at (631) 224-5335, or (631) 224-5312, and an application will be mailed to you. Applications may be obtained in person at 401 Main Street, Islip, Room 135, as well.

If applying through the mail, you will be required to supply a copy of your driver's license and a prescription from your doctor, along with the application. If applying in person, these items may be dropped off for processing at 401 Main Street, Islip, Room 135.

### **Islip Resource Recovery Agency/Department of Environmental Control**

How do I get a new WRAP pail?

To get a new WRAP pail, you must call the Department of Environmental Control at 224-5640. This office will mail you a card which you must present when you pick up the pail at one of our satellite locations. Each resident is eligible to receive one (1) pail per year.

What am I allowed to put out for garbage collection?

The Town of Islip allows residents to put out just about any type of household waste and rubbish, provided it's put out correctly. Residents can call 224-5640 and one of our Constituent Service Representatives will be glad to send you an information package.

### **Long Island MacArthur Airport**

How do I purchase a resident parking sticker?

MacArthur Airport Resident Parking Permits are issued by mail only. Please mail all requests to: Long Island MacArthur Airport Attn: Resident Parking Bureau 100 Arrival Avenue, Suite 100 Ronkonkoma, NY 11779-7398 Permits will not be issued at the airport. Please allow a minimum of two-to-three weeks for issuance. Parking lots 6, 6A and 6B are designated areas for residents with a valid Town of Islip sticker. One Year permits Two-Year permits Senior Discount (60 and older) \$20.00 \$35 50% off one or two-year price \* What to include: \* For residency requirements: 1. A copy of your vehicle's valid registration. Registrations with a P.O. Box must be accompanied by a current proof of residency. 2. Proof of age must accompany applications for discount. The vehicle registration must be in the name of the person seeking the discount.

What are the parking rates?

Hourly Lot: \$1.50 per half hour/maximum charge of \$25 per day. Daily Lot: \$4.00 per hour/maximum charge \$14.00 per day. Economy Lot (Long Term): \$4.00 per hour/maximum charge \$12.50 per day.

What identification do I need to board a flight?

According to the Transportation Security Administration website (TSA.gov), the following identification is required: "Each adult traveler needs to keep available his/her airline boarding pass and government-issued photo ID until exiting the security checkpoint. Due to different airport configurations, at many airports you will be required to display your boarding pass more than once."

### **Parks, Recreations, and Cultural Affairs**

Why must I have an ID card?

You must have an ID card to register for programs and admission to Town Facilities. A Recreation ID card ensures that you are immediately recognized as a resident and given preference at all of our facilities.

Where can I get a Recreation Card?

A Town of Islip recreation card can be obtained at Brookwood Hall, the Brentwood and Greenbelt Recreation Centers as well as the Ronkonkoma Recreation Center and West Islip Community Center. \*Non-resident recreation cards for Ronkonkoma Beach and East Islip Marina use are only available at Brookwood Hall. Senior Citizens (60 years and older) may use a Senior Citizen Card in lieu of a recreation card and can be obtained for free at the Town's Division of Senior Citizens located at 401 Main Street, Islip.

When and where do I get newsletters and brochures?

The Town mails out three publications a year to Town residents. The Fall and Winter newsletters and the Summer brochure. Additional copies may be obtained at Town recreation centers.

### **Department of Public Works**

How do I report a missing stop sign, street light outage, pothole, flooding, etc.?

The Department of Public Works has a "hotline" to report work required within or adjacent to town roadways. Call 224-5600, and your complaint will be forwarded to the proper DPW Division for attention.

I have a sidewalk in front of my home. Do I have to take care of it?

As per Town Code, adjacent property owners are obligated to keep the sidewalk free and clear

of snow, ice and other encumbrances, and in a state of good repair.

How can I get a traffic sign installed on my street?

Please submit a written request to the Division of Traffic Safety, at 401 Main Street, Islip, NY 11751, to initiate a survey.

### **Office of the Receiver of Taxes**

Where is my tax bill?

Tax bills are mailed in December. If you have not received it by the holidays call (631) 224-5580.

What are the due dates for payments?

First half, January 10 . Second half, May 31 .

Why did my taxes go up?

Budgets of various taxing jurisdictions, as well as an increase in your assessment, will cause an increase in taxes

### **Animal Shelter**

I've lost my pet, where do I go to see if it's at the Animal Shelter?

The Islip Animal Shelter is located at 210 South Denver Avenue, Bay Shore, off the Sunrise Highway South Service Road, just east of Brentwood Road. You must come to the Shelter to identify your pet in person.

How much does it cost to adopt an animal?

\$52.50 for a dog; \$30.00 for a cat.

Where are you located?

210 Denver Avenue, Bay Shore.

What are your hours?

8:30 a.m. to 4:30 p.m., Monday thru Friday, and 8:30 a.m. to 3:00 p.m., Saturday.

### **Department of Personnel and Labor Relations**

Are there any job openings/How do I get a job with the Town?

Most of our positions are hired from Civil Service lists. Applications for Suffolk County Civil Service tests are available in the Personnel Department at 655 Main Street, Islip. Applications

for non-competitive and part-time jobs are also available at the above address, and are kept on file for a period of three (3) years.

Do you hire summer help?

We hire approximately 600 summer employees. Applications for these positions are available in the Personnel Department on December 1 for the following summer.

### **Town Clerk**

How do we obtain a Marriage License?

A Marriage License may be obtained when: Both parties are present and supply: 1. Original Birth Certificates 2. Proof of Identification: One of the following: \* a. Photo Drivers License or Non-Drivers ID \* b. Valid Passport \* c. Valid Legal Residency Card \* d. Photo Military ID A fee of \$40.00 (Personal Check, Cash or Money Order)

How do I license my dog?

To obtain a Dog License you must: \* Fill out an application \* Provide copy of spay/neuter information if this has been done \* Provide copy of Rabies Vaccination \* A fee of \$2.50 for spayed or neutered animals is required and \* A fee of \$10.50 for unspayed/unneutered animals is required

My neighbors and I want to have a block party, do we need a permit?

Yes, you need to fill out an application which may be obtained at the Town Clerk's Office. Upon receiving it, you must have 2/3 of the homeowners on your block give their approval by signing their names and addresses (only one owner per household) Fees: 2 fees are required 45 days prior to party- - a \$10.00 fee is required which is non-refundable - a \$50.00 separate fee is collected for a clean-up performance bond. (This fee will be returned to the applicant when proper cleanup has been performed)

### **Registrar's Office**

How do I obtain a copy of my Birth Certificate?

If you were born in the Town Of Islip, you can bring in a valid photo I.D. (Driver's License) and there is a \$10.00 fee per copy.

My spouse recently passed away, how do I obtain a copy of the Death Certificate?

If your spouse passed away in the Town of Islip, you can bring in a valid photo I.D. (Driver's License) and there is a \$10.00 fee per copy. You can request the above two certificates through the mail by including a notarized letter, a copy of your Driver's License and a Money Order/Personal Check in the amount of \$10 per copy.

I am doing a history of my family tree and would like to know when my great grandparents

passed away, how do I find these records?

No information may be released if it is not older than 50 years for death records. Our records go as far back as 1881, and there is an \$11.00 fee, which includes the search and an uncertified copy or notification of no record. You must provide a name and year of death.

### **Department of Planning and Development**

Why did the Building Division send me to the Planning Division when I tried to apply for a building permit or certificate of occupancy?

The Building Division is in charge of issuing permits for structures or uses that comply with both the Fire and Building Codes of New York State, as well as the Town's zoning ordinance. Sometimes the zoning ordinance does not allow certain structures or uses on your property; therefore, building permits (or final certificates of occupancy) cannot be issued until you receive an approval from the Planning Division. For example, a property owner cannot build a small restaurant on a commercial property unless a Planning Board Special Permit has been processed and issued by the Planning Division.

Can I subdivide my property?

The subdivision of land in Islip is regulated by the zoning ordinance. In addition, the Suffolk County Department of Health Services may be involved in subdivision approval. In short, property owners should check the zoning of their land. Islip has 4 basic residential zoning categories with various area and width requirements: \* Residence AAA District - 40,000 s.f. required - 150 feet wide \* Residence AA District - 20,000 s.f. required - 100 feet wide \* Residence A District - 11,250 s.f. required - 75 feet wide \* Residence B District - 7,500 s.f. required - 75 feet wide In addition, each of these zoning categories have various building setback requirements from the front, rear, and side property lines. If property owners can show new lots which comply with these areas, width, and setback requirements, it is likely that a subdivision could be approved by the Planning Division. Note: Additional review, fees, and bond money may be required from the Engineering Division during the subdivision process.

Can I run a business out of my home?

The Town of Islip zoning ordinance allows businesses to exist inside a primarily residential structure under strict limitations as follows: \* a) The use must be an office actively conducted inside a single family residence within a single family residential zone and must be an accessory use (not the primary use of the building). \* b) The use must not change the character of the building as a residence or the character of the site as a residential plot. \* c) The activity may employ a maximum of one nonresident and shall not occupy more than 25% of the gross floor area of the residence or in no case more than 500 square feet. \* d) Parking for the home occupation use shall be screened from view pursuant to the direction of the Commissioner of Planning and Development or his/her designee. \* e) The following uses shall be considered home occupations: the office of a single physician, dentist, chiropractor, lawyer, architect, engineer, surveyor, accountant, financial planner, insurance agent or teacher, provided that instruction is limited to a single pupil at one time. Additional details and regulations about home

occupations are found within Section 68-3 of the Islip Town Code. Other office or any other more intense commercial uses are strictly prohibited in the residential zones. Check Section 68 of the Islip Town Code for more details.

What do I need to know about the construction of accessory wind turbines within the Town of Islip?

The Planning Department has prepared a comprehensive fact sheet regarding wind turbines. Click [HERE](#) to Download the PDF file.